



REQUEST FORM FOR A FULBRIGHT DISTINGUISHED SHORT-TERM TEACHER 2021 - 2022

PART I: HOST INSTITUTION INFORMATION

1. Host Institution Name (in English)

2. Host Institution Name (in Vietnamese)

3. Host Institution Address

4. Host Institution Type

Please put a tick (✓) on one of the followings:

- ☐ Elementary school
- ☐ Junior Secondary School
- ☐ Senior Secondary School (High school)
- ☐ Teacher training institution
- ☐ National, state, provincial or local Ministry or Department of Education
- ☐ Other (Please specify):

5. Host Institution Website

6. Host Institution Department/Faculty

7. Host Institution Point of contact's Full name

8. Host Institution Point of contact's Email

9. Host Institution Point of Contact's Office Phone and Mobile phone

PART II: PROJECT INFORMATION

10. Project Dates - This should be the arrival and departure dates of the teacher in the host country

Project Start Date (Teacher's arrival date)

Project End Date (Teacher's departure date)

11. Total number of days required to complete the project

Please add 5 working days (for the teacher to settle in, participate in an orientation by the Fulbright Program in Vietnam and the host institution before the project work begins). This count should also include travel days, weekends, and holidays that will occur during the project)

12. Please identify any holidays or school breaks during this time period

13. What are the objectives and purpose of the project?

14. Please describe the host institution. What is the importance and need of the project topic to the host institution?

15. What is the importance and need of the project topic to the country's educational system?

16. How does this project idea relate to national priorities, if at all?

17. How does this project topic benefit the host country?

18. Has this project been previously conducted, is it an existing project, or a new idea/project developed especially for the Fulbright DAST program?

19. Please identify the project activities that will occur during the project:

Put a tick (✓) on all that apply

- ☐ Leading seminars, workshops, or other teacher professional development for educators
- ☐ Conducting needs assessments, surveys, institutional or programmatic research
- ☐ Consulting with administrators and/or instructors on faculty development
- ☐ Developing academic curricula or educational materials
- ☐ Assessing academic curricula or educational materials
- ☐ Advising Ministry of Education or other educational institutions on educational policies and projects or participating in educational consultations
- ☐ Presenting lectures or conference plenary presentations
- ☐ Other education capacity building activities that meet host institution goals
- ☐ Other (Please specify)

20. Please indicate how much time will be spent on each activity.

Activity	Less than 5 hours	5 – 10 hours	More than 10 hours
Leading seminars, workshops or other teacher professional development for educators			
Conducting needs assessments, surveys, institutional or programmatic research			
Consulting with administrators and/or instructors on faculty development			
Developing academic curricula or educational materials			
Assessing academic curricula or educational materials			
Advising Ministry of Education or other educational institutions on educational policies and projects or participating in educational consultations			
Presenting lectures or conference plenary presentations			
Other education capacity building activities that meet host institution goals			

21. Please provide additional details about the activities (selected above) to be carried out by the teacher.

22. Will the teacher be working alone or with project partners?

23. What are the short-term outcomes as immediate of the project?

24. What are the long-term outcomes and desired impact of the project?

25. Who are the direct and indirect beneficiaries of the project?

26. Required Teaching Level /Educational Role

27. Required Subject Area Expertise

Please put a tick (✓) to choose from the followings (If you select more than one subjects, they should be related to or supportive to each other):

☐ All subjects (primary/elementary level)

☐ Agriculture

☐ Art

☐ Curriculum Specialist

☐ English as a Foreign Language

☐ Family and Consumer Science

☐ Fine and Performing Arts

☐ Gifted and Talented Education

☐ Guidance/School Counseling

☐ Foreign Language (Other than English)

☐ Other (Please specify)

☐ History/Social Studies

☐ Language Arts (literature and language)

☐ Librarian/Media Specialist

☐ Mathematics

☐ Music

☐ Physical Education/Health

☐ Science

☐ Special Education

☐ Teacher Training

☐ Technology/Computer Science

☐ Vocational and Technical Education

28. Required Years of Teaching/Education Experience

29. Required Language Skills

30. Preferred Teaching Level/Educational Role

31. Preferred Subject Area Expertise

Please put a tick (✓) to choose from the followings (If you select more than one subjects, they should be related to or supportive to each other):

- | | |
|--|--|
| <input type="checkbox"/> All subjects (primary/elementary level) | <input type="checkbox"/> History/Social Studies |
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Language Arts (literature and language) |
| <input type="checkbox"/> Art | <input type="checkbox"/> Librarian/Media Specialist |
| <input type="checkbox"/> Curriculum Specialist | <input type="checkbox"/> Mathematics |
| <input type="checkbox"/> English as a Foreign Language | <input type="checkbox"/> Music |
| <input type="checkbox"/> Family and Consumer Science | <input type="checkbox"/> Physical Education/Health |
| <input type="checkbox"/> Fine and Performing Arts | <input type="checkbox"/> Science |
| <input type="checkbox"/> Gifted and Talented Education | <input type="checkbox"/> Special Education |
| <input type="checkbox"/> Guidance/School Counseling | <input type="checkbox"/> Teacher Training |
| <input type="checkbox"/> Foreign Language (Other than English) | <input type="checkbox"/> Technology/Computer Science |
| <input type="checkbox"/> Other (Please specify) | <input type="checkbox"/> Vocational and Technical Education |

32. Preferred Years of Teaching/Education Experience

33. Preferred Language Skills

34. Will the teacher be provided with resources (books, curricular guides, technology, etc.)?

☐ Yes ☐ No

If yes, please describe what resources will be provided to the teacher

35. Will the teacher need to bring his/her own resources to the project?

☐ Yes ☐ No

If yes, please describe what resources the teacher is expected to bring to the project:

PART III: FINANCE AND COST SHARE COMMITMENT

36. For lodging, meals, and in-country transportation, please check the box next to each category below if the Post, U.S. Embassy, or host institution will be providing cost share for that particular cost. In the questions following, please describe any cost share that will be provided.

(Put a tick ✓) to select all that apply

- ☐ Lodging
- ☐ Meals
- ☐ In-Country Transportation
- ☐ Visa application
- ☐ Other (Please specify)

Lodging

37. Describe the lodging arrangements

38. Who will make the lodging arrangement (teacher, host on behalf of teacher, etc.)?

39. Please share anticipated lodging availability dates below:

Lodging availability start date MM/DD/YYYY)

Lodging availability end date (MM/DD/YYYY)

40. If lodging will be provided in-kind as part of cost share, please describe. If monies will be paid directly to the teacher, please indicate the amount

41. Estimated total cost share amount for lodging, in U.S. dollars

42. Who will fund the lodging portion of the cost share?

Put a tick (✓) to select

- ☐ Host institution
- ☐ U.S. Embassy
- ☐ Other (Please specify)

Meals

43. Please provide specific information about how the school will support meals to the teacher as part of the program

44. Estimated total cost share amount for meals, in U.S. dollars

45. If monies will be paid directly to the teacher, please indicate the amount and currency, if not in U.S. dollars

46. Who will fund the meals portion of the cost share? (Select all that apply.)

Put a tick (✓) to select

- ☐ Host institution
- ☐ U.S. Embassy
- ☐ Other (Please specify)

In-Country Travel

47. Will any of the following local transportation be provided to the teacher as part of the program?

Put a tick (✓) to select all that apply

- ☐ Daily transportation to and from the host institution
- ☐ Transportation from the host country airport after arrival
- ☐ Transportation to the host country airport for end of program departure
- ☐ Other (Please specify)

48. If local transportation will be provided in-kind as part of cost share, please describe in detail. If monies will be paid directly to the teacher, please indicate the amount

49. Estimated total cost share amount for in-country travel, in U.S. dollars

50. Who will fund the in-country travel arrangements portion of the cost share?

Put a tick (✓) to select

- ☐ Host institution
- ☐ U.S. Embassy
- ☐ Other (Please specify)

Visa application

51. Per Fulbright requirement, the host institution is responsible for teacher's visa application including all procedures and fees needed in Vietnam. Does the host institution commit to support the teacher?

- ☐ Yes ☐ No

Other Cost Share

52. If other types of services (i.e. translation, assistance with field visits, etc.) will be provided in-kind as part of cost share, please describe

53. If monies will be paid directly to the teacher, please indicate the amount

--

54. What is the total weekly funding amount in U.S. dollars that a teacher will need to cover living expenses while in the host country?

Please do not include cost share funding in this total. This information is needed to understand the total level of financial support needed by teachers while participating in the program.

--

55. Please include information such as: previous DAST fellows hosted, if applicable, examples of institutional activities that relate to the proposed project, publications about the institution and its activities, or information about national priorities and needs.

--